



Christian Brothers College, Adelaide

Deputy Principal Information Package



CHRISTIAN
BROTHERS
COLLEGE

Faith **Excellence** Community **Compassion**

An R-Year 12 Catholic College for boys in the Edmund Rice Tradition



EDMUND RICE EDUCATION AUSTRALIA
COLLEGES LTD



Welcome to Christian Brothers College (CBC)

CBC is proud to offer a unique contemporary education, where excellence is not constrained to academia alone.

From R-12, students are empowered to discover their holistic identity and explore the values of the Catholic Faith in the tradition of Blessed Edmund Rice in an engaging and supportive environment.

CBC's culture is one that instills a sense of belonging greater than camaraderie; this is brotherhood – a bond that lasts for life. Our boys become role models who advocate for respect and compassion in their careers, community, and everyday lives. Christian Brothers College – shaping men of the future who lead caring, authentic and accomplished lives, since 1878.

Our Vision

As a Reception to Year 12 learning community, CBC inspires excellence. We aim to be energetic and compassionate contributors to the world. Contemporary, innovative and dynamic educational programs provide the basis for life-long learning in a community where life, faith and family are celebrated.

Our Mission

We reflect the wisdom and lessons of our College's rich tradition and history, offering a respectful welcome to all. We rise above the ordinary by encouraging and celebrating educational endeavour, excellence and life-long learning. We nurture spirituality and student wellbeing through individual and collective expressions of faith, College life and learning in our contemporary society. We encourage an authentic response to the poor and marginalised, thereby contributing to the creation of a just world.



Our Values

The values held by the CBC community are based on the Gospel values, where Jesus Christ is the ultimate role model of a full Christian Life.

To learn more about Christian Brothers College

Faith

Our College community respects the diversity of beliefs and actively promotes formation through the integration of faith, life and culture.

Excellence

Our College community provides an environment that challenges all to be committed to holistic learning and to achieve one's full potential.

Community

Our College community actively encourages all to be involved in the life of the College so as to develop positive relationships that are responsive to the gifts and journey of each person.

Compassion

Our College community values the dignity of all, with a commitment to justice and outreach to each other and the wider community that is authentic and inclusive.

Position Description

Position Title **Deputy Principal,
Christian Brothers College**

Commencing **Term 1, 2026**

The Deputy Principal is appointed by Edmund Rice Education Australia Colleges Ltd (EREAC) and is accountable to the Principal. The Deputy Principal will support the Principal in leading the College and assume the role of Acting Principal in the Principal's absence. As a member of the College Executive, the Deputy Principal will collaborate with and share in the authority and responsibility of the Principal in the overall leadership and management of the College.

The Deputy Principal is a senior teacher, administrator, and leader, and in this capacity, is expected to be a strong role model for other teachers. Therefore, in addition to administrative duties, they'll be required to undertake a teaching role. This will reflect the balance between staffing requirements and role responsibility as negotiated with the Principal.

Key Relationships

- Principal
- Director - Education Strategy & Performance SA/WA/Tas
- Executive Leadership Team
- College Leadership Teams
- College Staff (Teaching, Non-Teaching & Boarding)
- College Advisory Council and other parent organisations
- Parents
- Students
- EREA Colleges Personnel
- Catholic Education Office Personnel
- Local community organisations, as appropriate

Duty Statement

Key Responsibility 1 Deputise for the Principal

Duties

- Act as the Principal in the Principal's absence
- Provide advice to the Principal in all areas of College life
- Consult closely with the Principal to assist in the recruitment, selection and allocation of staff.

Key Responsibility 2 Identity Leadership

Duties

- Giving witness to the faith life of the Catholic Church
- Ensuring that the relevance and expression of Edmund Rice values and charism is evident to all staff in the daily operational and strategic practices of the school
- Supporting the Principal in the implementation of values, vision and mission of the school.
- Assisting the Principal, integrating the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the school
- Ensuring the safety of children by establishing and implementing child protection safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA and relevant state/territory legislation
- Promoting a child-safe culture and environment in accordance with the requirements of relevant state/territory legislation
- Demonstrating a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect children and young people
- Modelling one's own commitment to spiritual life, self-care and professional improvement, expressed through engagement in formation opportunities, professional learning and leadership development



Key Responsibility 3 Staff Welfare and Development

Duties

- Support the Principal in the management of staff welfare
- To develop and maintain a Professional Development Framework to improve teaching and learning at the College
- In conjunction with the Manager of Administration, design and implement a process of induction for new members of staff, and support the exit of staff leaving the College
- In conjunction with the Director of Learning and Teaching, design and implement a process to support beginning (first and second year) teachers to assist their successful transition into school and to fulfil the requirements of the TRB
- Lead the implementation of the staff appraisal process (with the Manager of Administration) aligned with the Charter for:
 - Other CLT members
 - Middle Leadership positions
 - Teaching staff
 - Non teaching staff
- Manage staff professional development and the policies and procedures for accessing professional development in the College
- In consultation with the Principal, approve leave for teaching staff.

Key Responsibility 4 Leading, Teaching and Learning

Duties

- Ensure strategic and operational planning takes place across all teams, with learning as a priority
- Support a diverse and flexible curriculum through adequate physical and human resourcing
- Promote learning/innovative teaching for students
- Support current pedagogical research within the curriculum
- Apply knowledge and experience in boys' education to enhance learning outcomes
- Ensure creative and optimal utilisation of staff, mindful of industrial compliance.

Key Responsibility 5 College Staffing

Duties

- Oversight of the College Timetable each semester including oversight of the timetable structure to meet the educational needs of the College determined in consultation with members of the College Leadership Team and appropriate staff
- Review of timetable structures in consultation with the College Leadership Team to facilitate the efficient delivery of the College's educational program
- Provide advice to the Principal on appointments and staff changes.

Key Responsibility 6 Co-Curricular

Duties

- Working with the Principal and the Director of Co-curricular and Community Engagement, planning and preparing for relevant sporting fixtures and activities
- In conjunction with the Director of Co-curricular and Community Engagement, oversee the appointment of Volunteer Coaches to the Sports Coaching Program Oversight and implementation of the onboarding and payments of sports coaches, camp assistants, etc and paperwork in line with this. Be present at co-curricular fixtures and events as directed by the Principal

Key Responsibility 7 General Duties

Duties

- Actively participate in wider leadership and educational networks
- Engage in teaching duties, the nature and extent of which are at the discretion of the Principal
- Undertake other activities as required by the Principal from time to time
- Flexibility with working hours is an absolute expectation of this position
- Attend and contribute to College-directed professional opportunities
- Attend key College events, including but not limited to – Orientations, Commissioning Mass, Awards ceremonies, House Events, Parent Information Evenings, parent functions, Retreats and socials
- Leadership staff are expected to regularly check and respond to emails and other communications in a timely and professional manner
- The Principal may direct completion of other reasonable, relevant duties
- The College reserves the right to modify this position to meet its operational needs

And:

- Carrying out reasonable duties and tasks that may be assigned by the Executive Director from time to time

Qualifications & Experience

- Extensive teaching experience
- Proven leadership and management skills in an educational setting
- Strong understanding of the Edmund Rice charism
- Excellent communication, interpersonal, and negotiation skills
- Commitment to child safety and wellbeing
- Ability to work effectively in a collaborative team environment

Work Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work, you must:

- Take reasonable care of your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, insofar as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: *Division 4, Section 28 – SA WHS Act 2012*

Essential Selection Criteria

Qualifications

- Hold a formal Degree in Education
- Working towards/completion of a post-graduate award which includes a significant school/educational leadership component at Masters level or above
- Registration (or eligibility for registration) as a teacher in South Australia including Working with Children Check (WWCC).

Experience

- At least 5 years' experience in a similar leadership position or senior management role within a school environment
- Experience in leadership in Catholic Education
- Broad range of teaching experiences across subjects, schools and systems
- Experience in leading curriculum and pastoral care change
- Experience in providing professional learning to teachers
- Organisational skills in managing documentation, meeting deadlines and facilitating team meetings

Personal, Professional Leadership Requirements

- An understanding of Edmund Rice, the ethos of a Catholic School in the Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of CBC as a Catholic School
- Knowledge of current research and best practice approaches in pastoral care and teaching, and learning
- Demonstrated commitment to the pastoral care of students
- Commitment to and application of ongoing personal and professional learning, which may include school leadership preparation program(s)
- High-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context
- High-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels
- Engagement with professional associations
- Electronic screening clearance to work in Catholic Education SA
- Completion of Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) training
- Completion of Officer training (WHS) and current First Aid training prior to, or as soon as possible after, appointment.

Additional Requirements

- Intrastate travel
- A current driver's licence is essential.

NOTE: Copies of the above-listed qualifications/licenses/certificates are required as evidence on appointment.



Conditions of Employment

All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of CBC.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such.

Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways that are inconsistent with the obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person or body of the College.

All employees recognise and accept that multi-skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

Remuneration

The remuneration package is in line with the Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools; with an additional EREA loading of 15% of the base salary; annual leave loading; and 12.75% superannuation.

Tenure

A five-year Contract is offered with the opportunity for a second five-year Contract subject to satisfactory review.

Technology/Communication Provisions

The school will provide the Deputy Principal with a mobile phone and a laptop computer in order to fulfil their duties. Such items remain the property of the school and should be adequately maintained by the Deputy Principal.

Salary Packaging

The Deputy Principal may enter a salary package arrangement, which will be in accordance with guidelines established by EREA Colleges. Southgate Salary Packaging Services, Paywise and Selectus are EREA Colleges' current providers.

Leave Entitlements

The Deputy Principal will have sick leave and long service leave entitlements equivalent to those offered within the Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement.

Professional Renewal Leave

Professional Renewal Leave shall be provided in accordance with policies and procedures of Edmund Rice Education Australia Colleges Ltd.

Application Process

Please address your application to the Director - Education Strategy & Performance SA/WA/Tas, EREA Colleges, Mr Chris Leadbetter and email your application directly to ereacollegeshr@erea.edu.au.

Your application should include:

1. **Current Resume**
2. **Cover Letter** outlining reasons for your interest in, and suitability for the position (no more than one page)
3. **A Written Statement** of no more than four pages, addressing the Key Responsibilities as outlined in the Information Package.

Shortlisted Candidates will be required to provide three nominated referees, including a personal reference, preferably from a Priest or religious.

All applications will be acknowledged within 24 hours by a response email from our EREA Colleges HR Mailbox. Please contact us on 07 3737 6712 if you do not receive an acknowledgement of receipt.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA Colleges' commitment to child protection policies and procedures.

For a confidential conversation about the role, please contact the Director - Education Strategy & Performance SA/WA/Tas, EREA Colleges, Mr Chris Leadbetter on 07 3737 6712 or via chris.leadbetter@erea.edu.au.

Applications Close

5pm (AEST) Friday, 8 August 2025

The successful applicant must possess (or be eligible to obtain) and maintain a current Working with Children Check. All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, well-being and dignity of all children and young people. Aboriginal and Torres Strait Islander people are encouraged to apply. Edmund Rice Education Australia is an Equal Opportunity Employer.



**THE
WORLD
BEFORE
US.**



An R-Year 12 Catholic College for Boys in the Edmund Rice Tradition

enquiries@cbc.sa.edu.au www.cbc.sa.edu.au

Junior Campus

Reception–Year 6 for Boys

324 Wakefield Street, Adelaide SA 5000
P 08 8400 4222

Senior Campus

Years 7–12 for Boys

214 Wakefield Street, Adelaide SA 5000
P 08 8400 4200